Downloaded from <https://www.velvetjobs.com/job-descriptions/intelligence>

# Example of Intelligence Job Description

Our company is looking for an intelligence. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for intelligence

* Assist with the establishment of methodologies, guides, policies, procedures, and new concepts for problems or problem situations and as needed
* Compliance with all applicable security and conduct requirements, regulations, and procedures
* Define and frame CI needs and decision requirements with internal customers, partners and other stakeholders
* Work with key internal customers, partners and other stakeholders to develop, update and answer Key Intelligence Topics (KITs) and Key Intelligence Questions (KIQs)
* Coordinate global/regional CI activities and serve as resource for key affiliates
* Lead the collection of competitor information and CI from internal and external sources
* Monitor key competitors and ensure timely dissemination of critical intelligence and associated recommendations to key customers and other stakeholders
* Maintain awareness of current events within their AoR
* Collect requirements and submit reports on National Terrorism Bulletins (NTB), NCTC Currents, Defense Intelligence Digest (DID), Intelligence Information Reports (IIR) and the Presidential Daily Brief (PDB)
* Producing outputs to provide an accurate depiction of the current threat landscape and associated risk through the use of supplier, community, and open source reporting

## Qualifications for intelligence

* Must possess experience within counterterrorism and have an understanding of the Intelligence Community
* Preferred cable writing and targeting experience
* Minimum Associate’s degree and some relevant experience or 5 years’ relevant experience without degree
* Relevant experience includes identity analysis, law enforcement, homeland security or counterterrorism experience
* CBP experience and identity intelligence/network analysis/targeting experience (to include experience with Automated Targeting Systems) preferred
* The ability to work in a dynamic and challenging team environment and to mentor other Contractor personnel/officers, handle stressful situations and possess strong interpersonal skills, strong oral and written communication skills